



In-Kind Inventory Volunteer

organization information

Volunteer Title: In-Kind Inventory Volunteer

Location: Whatcom County Administrative Office

Reports to: Community Engagement Coordinator

Hours: 1-3 hours every other week

Commitment: 6 months

Date Developed: April 19, 2021

Mission: Northwest Youth Services collaborates with at-risk, runaway and homeless youth to foster self-reliance.

Vision: All young people have a place to belong: to be safe, heard and valued.

volunteer mission

Volunteers are an integral part of our work at Northwest Youth Services. This position contributes to Northwest Youth Services values and vision by helping connect our different programs to the inventory at our administrative office. You will help sort through the current donated items, put together 'shopping lists' of needed items from our different programs and help prepare them for distribution.

key responsibilities

- Commitment for NWYS mission and values;
- Dedication to long-term support of our community;
- Record new in-kind donations into an Inventory Management System (IMS);
- Organize new donations into appropriate sections of our donation room;
- Sort through new clothing donations and organize into our donation closet;
- Maintain an ongoing record of items and move out of system if unneeded by our organization at this time;
- Put together orders for different programs to be ready for distribution;
- Keep donation room neat and tidy for easy access of users.

key qualifications

Minimum Qualifications:

- High school diploma or GED; (or if under 18 must work with guardian)
- Must be willing to complete NWYS Volunteer trainings; and
- Must pass background check.

